United Nations ST/IC/2001/34

Secretariat

14 May 2001

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2002**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2002 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 2002 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 29 and 30 January 2002
Registration, first session	Thursday, 17 January to Friday, 25 January 2002
Second session	Tuesday and Wednesday, 21 and 22 May 2002
Registration, second session	Thursday, 9 May to Friday, 17 May 2002

Those who wish to take the examination in January or May 2002 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2002 written examinations are as follows:

* Expiration date of the present information circular: 31 December 2002.

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(a) First session

Tuesday, 29 January 2002

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

Wednesday, 30 January 2002

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 21 May 2002

English..... 9 a.m. to 12.30 p.m.

Chinese..... 2 p.m. to 5.30 p.m.

Russian..... 2 p.m. to 5.30 p.m.

Wednesday, 22 May 2002

French..... 9 a.m. to 12.30 p.m.

Arabic..... 2 p.m. to 5.30 p.m.

Spanish..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination in order to allow for check-in procedures.

4. The conference room number where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results for the first session by the end of April 2002 and for the second session by the end of July 2002. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility and requirements for passing the examination.